

# CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

## Correctional Training Officer

**Please follow the specific application filing instructions at the bottom of this page!**

**Open To:** Department of Correction employees only.

**Location:** Maloney Center for Training and Staff Development, Cheshire, CT

**Hours:** Monday – Friday, 1<sup>st</sup> shift

**Salary:** \$68,352.00 - \$90,302.00

**Closing Date:** October 8, 2014

### Eligibility Requirement:

Candidates must meet the General and Special experience as indicated on this posting.

**General Experience:** Five (5) years' experience in correctional work.

**Special Experience:** One (1) year of the General Experience must have been in a supervisory capacity at the level of Correctional Lieutenant (custody experience) or in a lead capacity at the level of Correctional Counselor (treatment experience).

### Minimum Qualifications

Considerable knowledge of correctional theories and practices; considerable knowledge of policies and procedures utilized in correctional facilities; considerable knowledge of habits, attitudes and behavior of correctional institution inmates; considerable knowledge of principles and practices of in-service training and educational methods and techniques; considerable oral and written communication skills; considerable interpersonal skills; considerable ability to organize and conduct training programs in accordance with prescribed objectives; ability to identify and prepare training needs and training materials; ability to utilize computer software.

### Preferred Experience:

Candidates with recent training experience on a variety of subjects and working knowledge of AD 2.7 Training and Staff Development will be given preference. Knowledge of American Correctional Academy (ACA) standards and the accreditation process would be valuable. Superior organizational skills, communication skills and writing ability are critical to this position.

### Note:

The filling of this position will be in accordance with reemployment, transfer, promotion and merit employment rules. Department of Correction employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

### Application Instructions:

Interested candidates who meet the above requirements need to submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). Please email or mail your information to:

**Susan Levey, Administrative Assistant**  
**Department of Correction**  
**Recruitment Office**  
**24 Wolcott Hill Road**  
**Wethersfield, CT 06109**  
[Susan.Levey@ct.gov](mailto:Susan.Levey@ct.gov)

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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